



The Virgin Islands Housing Finance Authority  
is seeking qualified applicants for the following position  
**Chief Operating Officer**

The Chief Operating Officer (COO) assists in the administration and management of the Virgin Islands Housing Finance Authority's (VIHFA) programs and projects and is responsible for the administration and management of Rental Properties, Homeownership, and Planning and Construction. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Serves as advisor to the Executive Director (ED) on all matters related to the administration of the Authority. Stays abreast of all changes in laws or regulations affecting the Authority's operations.
- ⇒ Serves as the Acting ED when the Executive Director is out of the territory and/or absent.
- ⇒ Collaborates with the Board, ED, executive team, and staff on the development and implementation of the agency and management of the Authority's assigned programs.
- ⇒ Determines, in collaboration with the Executive Director and key staff, the priorities of each division. Promotes teamwork and cooperation among employees.
- ⇒ With key staff, establishes performance goals for each supervised Division to help VIHFA meet its mission and achieve performance factors. Monitors the performance of each supervised division and confers with the ED on strategies to improve performance.
- ⇒ Assesses the training needs of staff and advice the ED on annual training goals and curriculum for staff development.
- ⇒ Works with the ED and Chief Financial Officer (CFO) to oversee the sound financial management of the Authority. Confers with the ED and CFO on budget preparation and ensures respective Divisions maintain budgetary goals.
- ⇒ Provides project management of VIHFA projects, including the execution of plans, managing construction schedules and deadlines, cost-containment, resolving any technical or operational issues, ensuring adherence to the required building and quality standards, as well as safety regulations, handles all project close-out activities, including, but not limited to, inspection of projects, preparing any necessary punch-list and final acceptance of the project.
- ⇒ Negotiates and makes recommendations to the ED on Contracts, hiring and firing of employees, and reorganization of staff and offices.
- ⇒ Participates in the review and approval of expenditures and contracts for goods and services as required by the Procurement Policy.
- ⇒ With key staff, establishes plans, policies, and procedures for effective management and maintenance of VIHFA's housing stock. Monitors the success of the programs through routine review of data and reports and regular visits to VIHFA properties.
- ⇒ Confers with the ED in the oversight of the Authority's legal matters with technical assistance and guidance from VIHFA's Legal Counsel.
- ⇒ Along with the ED, reviews financial audits and management review findings and provides recommendations to correct deficiencies found.
- ⇒ Along with the ED, provides immediate and long-range planning to assure sound administration of all VIHFA programs and to address the development of additional housing based upon community needs.
- ⇒ Along with the ED, helps to establish and maintain positive working relationships with Territorial government officials, elected representatives, and HUD staff. Represents the ED at special meetings, functions, the Senate, and Court appearances as requested by the ED. Provides information on the status of Authority activities as appropriate.
- ⇒ Along with the ED, as necessary, represents VIHFA to the community and fosters a positive image for the VIHFA and its applicants.
- ⇒ Oversees the management of assigned organizational units and/or program areas, directing and coordinating the implementation of programs and policies for assigned functional area.
- ⇒ Establishes and maintains positive working relationships with applicants and homeownership associations.
- ⇒ Establishes strong relationships with developers and builders to foster effective interest and participation in VIHFA projects.
- ⇒ Provides leadership to VIHFA staff.
- ⇒ Along with the ED, prepares and presents reports to the Board, HUD, and other regulatory bodies.
- ⇒ Performs other duties as requested by the ED to ensure the sound administration of the Authority.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education** A minimum requirement of a Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Architecture, Engineering, Urban or Rural Planning or related field; or a Master's Degree in Business Administration, Public Administration, Architecture, Engineering, Urban or Rural Planning or related field preferred, and a minimum of six (6) years of experience in a senior supervisory capacity in residential, commercial, or governmental housing programs and/or evidence of the completion of a comparable number of specialty/trade and continuing education credits may be substituted for educational requirements.

- ⇒ **Experience:** Minimum of 6+ years of experience in a senior supervisory capacity; 2+ years of experience in constructing or supervising the construction of governmental or residential homes; Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Ability to read engineering drawings and specifications and interpret them for construction control purposes; Knowledge of the applicable building codes; Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; Knowledge of general construction inspection practices and procedures; Demonstrated leadership skills; Demonstrated experience in organizational development and managing a team; Knowledge of mortgage industry requirements and real estate development, and law; Experience in planning and administering public purpose programs; Knowledge of financial management practices, internal controls, budgeting, and financial reporting; Excellent communication skills - oral, written, and listening; Strong presentation skills and the ability to communicate effectively in front of groups; Experience in program compliance and federal rules and regulations; Experience developing and managing contractual relationships; Experience in building strong collaborative relationships; A strong focus on customer service and willingness to offer consultative solutions to complex problems; Capable of closely monitoring project portfolio through established metrics; Excellent written skills and proven experience in grant writing and proposal development; Excellent diplomacy skills; Strong time management and project management skills; Strong problem-solving analytical skills and ability to develop new and creative ideas; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel, and Outlook; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel and drive consensus; Ability to maintain confidentiality in all assignments; Architectural or Engineering or Contractor's License preferred; and a Valid Driver's License.

**SALARY:**      **\$100,000 - \$140,000** per annum depending upon qualifications.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/curriculum vitae. During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov). Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, October 14, 2022;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*